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**Report Of The Status Of The Position Evaluation
Survey Of The Office Of Communications**

- REFERENCE:** (a) Memorandum from Deputy Director (Support) to Director of Personnel.
Subject: Classification Survey, Office of Communications, dated 6 March 1956.
- (b) Memorandum from Director of Personnel to Deputy Director Support.
Subject: Position Evaluation Division Survey of the Office of Communications, dated 16 April 1956.

1. Reference (a) above requested that a position evaluation review of the Office of Communications be undertaken as expeditiously as possible. On the basis of this request, representatives of the Position Evaluation Division met with the Chief, Administrative Staff, Office of Communications in order to establish a tentative work schedule for the survey. The Office of Communications requested that the survey be delayed until they had sufficient time to review their current T/O and the areas in which they felt PED action should be taken.

2. On June 6, 1956, the Chief, Administrative Staff, Office of Communications requested the Director of Personnel, by memorandum, to undertake the PED study. At this time the Office of Communications submitted a proposed T/O reflecting the following organizations and positions:

Designations

Office of the Director
Supplemental Programs Division
Administrative Staff
Security Division
Operations and Training Division
Engineering Division
Signal Center

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3. During the week of June 11, representatives of PED met with the Deputy Chief, Administrative Staff to discuss the Office of Communications proposals, establish priorities and obtain any preliminary documentation that had been developed by the Office of Communications. On June 18, the survey was initiated and based on priority assigned by the Office of Communications, the Signal Center and the Security Division were studied. Each position was audited in order that complete detail could be obtained concerning the duties and responsibilities assigned to each employee.

25X9A2 4. In the Signal Center approximately [redacted] positions are involved, including
25X1A6a the Signal Center positions at [redacted]. In studying positions in this organization
the Position Evaluation Officer spent some time on each of the three shifts, namely, eight to four, four to twelve, and twelve to eight. In addition, he
25X1A6a spent one full day at the Signal Center [redacted]. The preliminary writing of position descriptions and evaluations was completed on July 31. It is apparent that some management problems may be involved and that the Management Staff will be required to study certain areas to determine management implications.

25X9A2 5. In the Security Division approximately [redacted] technical positions are involved. At the present time the fact finding portion of the study has been completed. Position descriptions and evaluations are being prepared. It is estimated that this phase of the study of the Division will be completed by August 17.

6. On the basis of information obtained, it is evident that certain changes will be required in the grade structure of certain positions in both Divisions. These changes will involve both upgradings and downgradings.

25X9A2 7. The Registry Branch (approximately [redacted] positions) in the Office of the
25X9A2 Director and the Supplemental Programs Division (approximately [redacted] positions) are currently being surveyed.

8. In addition to the above, the Operations and Training Division, the Administrative Staff, the Engineering Division, and the Policy and Planning Staff are to be surveyed.

25X1A6a 9. At the present time the survey includes only Headquarters [redacted] positions. However, it is anticipated that the Foreign Field organizations will be studied in detail. The manner in which this study will be conducted has not

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been determined. In a meeting with the Deputy Chief, Administrative Staff, the procedure for conducting the field survey was discussed. He indicated that only general information could be obtained from Headquarters personnel. He also indicated that the Office of Communications would be most willing and would prefer that the Office of Personnel conduct a field survey of communication areas where major classification problems are involved.

10. During the time the survey has been underway, two Position Evaluation Officers have been assigned to the study, one on a full time basis and one on a part time basis.